

Web-Enabled Safety System (WESS)

online reporting tool for DoD
Aviation Hazards and Mishaps

Lesson Three (v2)
Aviation Mishap Reporting Process
24 Sep 2010

Aviation Mishap Board Members

- The aircraft controlling custodian or the designated appointing authority shall appoint AMB members by name and in writing.
- On all Class A Mishap Investigations, appoint the senior member from commands not involved in the mishap - preferably from outside the expected endorsing chain. The senior member will be a Naval Aviator or Naval Flight Officer (A commander or lieutenant colonel or above), a graduate of the ASO or Aviation Command Course, or have other suitable training or qualifications acceptable to the aircraft controlling custodian.

Aviation Mishap Board Members

On other mishaps the senior member may be from the reporting custodian and of any rank senior to the Pilot-in-Command and Mission Commander.

(Appendix 2A of OPNAV 3750.6R contains a sample appointing letter.)

Aviation Mishap Board Members

Minimum AMB membership shall consist of four officers drawn from the command's standing board: an ASO (ASO course graduate), a flight surgeon, an officer well-qualified in aircraft maintenance, and an officer well-qualified in aircraft operations.

The senior member of each AMB shall be a Naval Aviator or Naval Flight Officer. The senior member of a Class A mishap board has releasing authority for Mishap Data Reports and SIRs.

Aviation Mishap/ Hazard Entry



Desktop

Initial Notification

Aviation Mishap/Hazard Entry

Search/Edit

My Workspace

Account Maintenance

Pre-formatted Reports

Log off

Start ▾

Done

Start

Collective - Microsoft Int...

Collective - Microsoft ...

Microsoft Office PowerP...

Authorized Drafters / AMB

- General Information
- Entry Screens
 - Authorized Drafters / AMB
 - Point of Contact
 - General Information
 - Other
 - Location
 - Weather
 - COI / References
 - Event Analysis
- Involved Aircraft
- Involved Personnel
- Aeromedical / Injury
- Evidence
- Lines of Evidence
- Privileged Mishap Analysis
- Factors / Recommendations
- Endorsers / Routers
- Validation

Select AMB Members / Authorized Drafters:

Search Accounts by UIC, First Name or Last Name and Click Search Button

Wiley, Paul LCDR

Senior Member: Hab, Abraham CAPT

Aircraft Operations: Herr, Benjamin CDR

Aircraft Maintenance: Stratton, Briggs CDR

Aviation Safety: Seales, Herman LCDR

Flight Surgeon: Summers, Kelvin LCDR

Authorized Drafters / AMB

General Information

Entry Screens

Authorized Drafters / AMB

Point of Contact

General Information

Other

Location

Weather

COL/References

Event Analysis

Involved Aircraft

Involved Personnel

Aeromedical / Injury

Evidence

Lines of Evidence

Privileged Mishap Analysis

Factors / Recommendations

Endorsers / Routers

Validation

Select AMB Members / Authorized Drafters

Search Accounts by UIC, First Name or Last Name and Click Search Button

Wiley, Paul LCDR

Senior Member: Senior Member

Aircraft Operations: Aircraft Operations

Aircraft Maintenance: Aircraft Maintenance

Aviation Safety: Aviation Safety

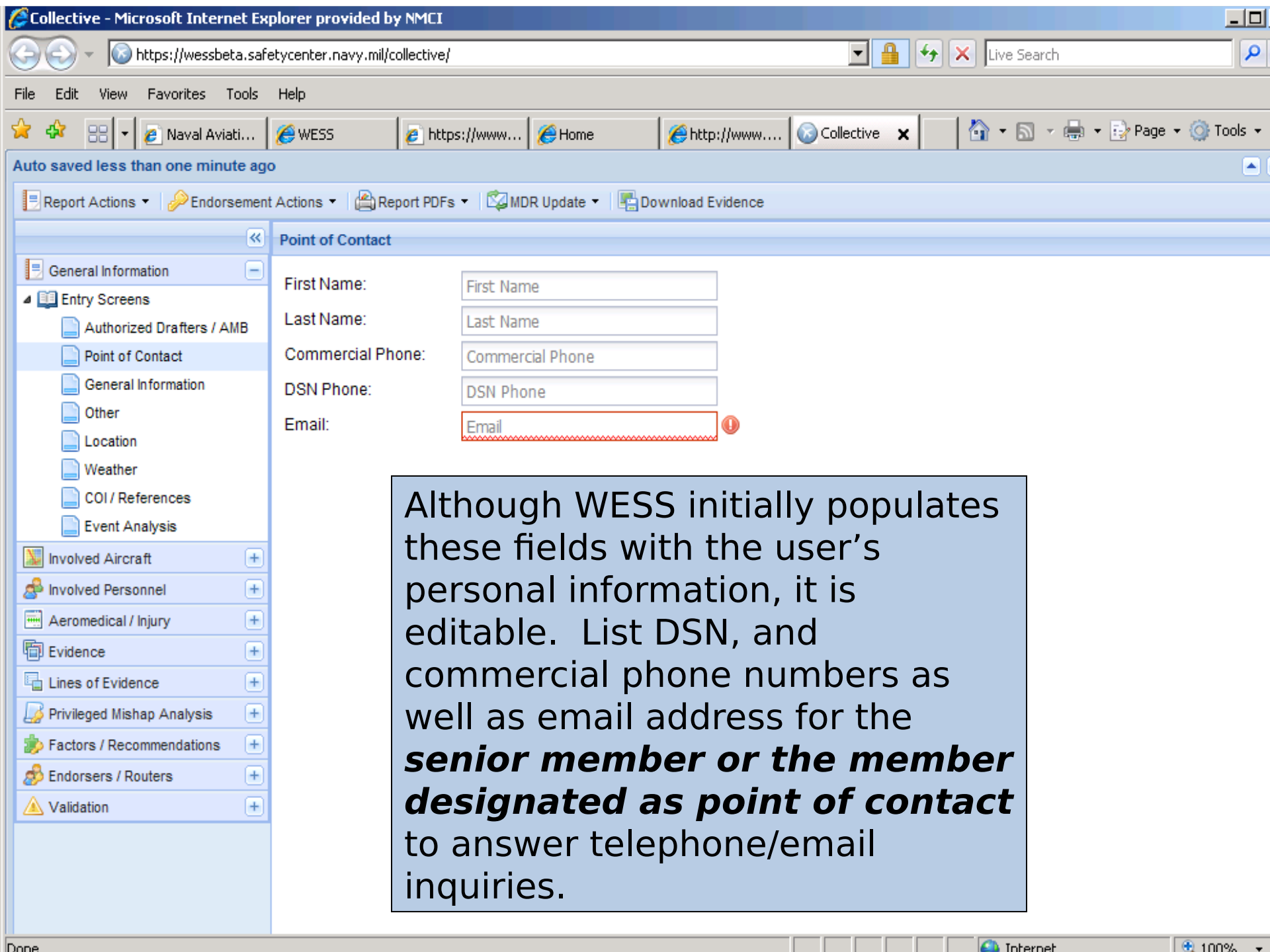
Flight Surgeon: Flight Surgeon

Click on each entry screen folder and subfolder to input data. After all data is entered click on Validation

List the rank, name, and command of all the AMB members regardless of their degree of participation in the mishap investigation.

Save at the bottom of each entry screen after inputting data

Save Validate Previous Next



Although WESS initially populates these fields with the user's personal information, it is editable. List DSN, and commercial phone numbers as well as email address for the **senior member or the member designated as point of contact** to answer telephone/email inquiries.

https://wessbeta.safetycenter.navy.mil/collective/

File Edit View Favorites Tools Help

Naval Aviat... WESS https://www... Home http://www.... Collective x

Auto saved 1 minutes ago

Report Actions Endorsement Actions Report PDFs MDR Update Download Evidence

General Information

General Information

Entry Screens

Authorized Drafters / AMB

Point of Contact

General Information

Other

Location

Weather

COI / References

Event Analysis

Involved Aircraft

Involved Personnel

Aeromedical / Injury

Evidence

Lines of Evidence

Privileged Mishap Analysis

Factors / Recommendations

Endorsers / Routers

Validation

Report Category:

Select Report Category

Mishap/Hazard Type:

Mishap/Hazard Type

Event Date:

Event Date

Local Time:

Select Time

Time Zone:

Select Time Zone

Event Category:

☐ FLIGHT ☐ FLTREL ☐ GROUND

Severity:

☐ A ☐ B ☐ C ☐ D ☐ HAZARD

Local Serial #:

e.g., 01-06 for first hazard of FY 2006

Event Level RAC:

Add Rac

Day/Night:

☐ Day ☐ Night ☐ Dusk ☐ Dawn

Reporting UIC:

Special Operation:

Select Special Operation

Event Short Narrative:

Jag Investigation:

☐ Yes ☐ No ☐ Unknown

Injury?:

☐ Yes ☐ No ☐ Unknown

Property Damage?:

☐ Yes ☐ No ☐ Unknown

Abnormal Egress?:

☐ Yes ☐ No ☐ Unknown

Survival Rescue?:

☐ Yes ☐ No ☐ Unknown

Out of Control Flight?:

☐ Yes ☐ No ☐ Unknown

Combat Zone:

☐ Yes ☐ No ☐ N/A

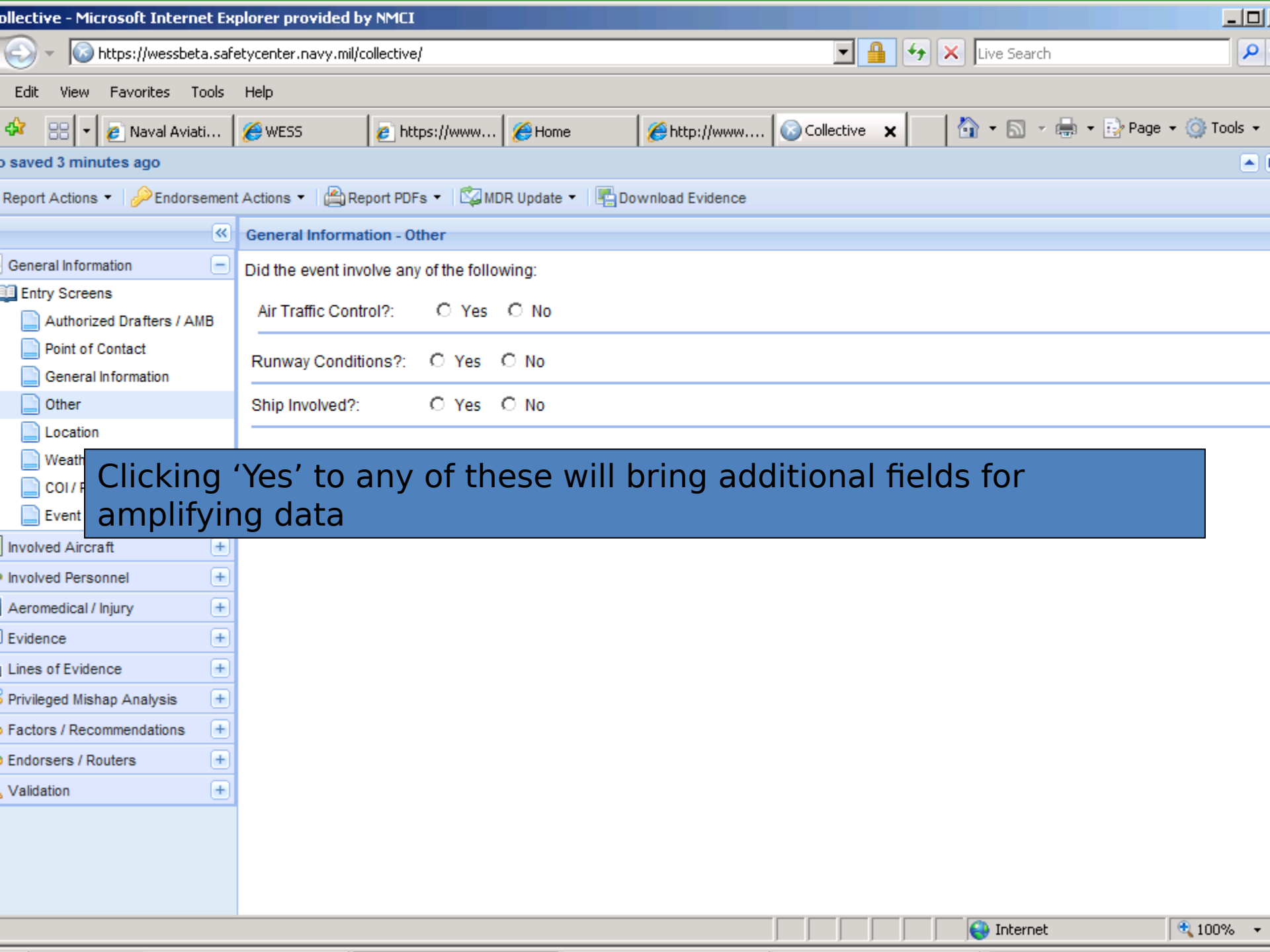
Electro-Magnetic Interference:

☐ Yes ☐ No ☐ Unknown

Enemy Action?:

☐ Yes ☐ No

REPORTING ACTIVITY UIC. Provide UIC of the reporting activity (use squadron or DET UIC, do NOT use ship UIC. If reporting activity is a detachment or composite squadron, provide UIC of parent squadron).



General Information - Other

General Information

Entry Screens

Authorized Drafters / AMB

Point of Contact

General Information

Other

Location

Weather

COI / P

Event

Involved Aircraft

Involved Personnel

Aeromedical / Injury

Evidence

Lines of Evidence

Privileged Mishap Analysis

Factors / Recommendations

Endorsers / Routers

Validation

Did the event involve any of the following:

Air Traffic Control?: ☐ Yes ☐ No

Runway Conditions?: ☐ Yes ☐ No

Ship Involved?: ☐ Yes ☐ No

Clicking 'Yes' to any of these will bring additional fields for amplifying data

Collective

saved less than one minute ago

Report Actions Endorsement Actions Report PDFs MDR Update Download Evidence

Meteorological Conditions

General Information	Weather Related?: ☐ N/A ☐ NO ☒ PROBABLY ☐ YES	Forecast Accuracy: SUBSTANTIALLY CORRECT
Entry Screens	Was weather significant?: ☐ Yes ☒ No ☐ N/A	Weather Briefed By: FORECASTER
Authorized Drafters / AMB	Air Temperature: 25 ☐ F ☒ C	Utilization of Briefing: NOT APP
Point of Contact	Water Temperature: 20 ☐ F ☒ C	Ceiling AGL: ☐ Yes ☒ No ☐ Unknown
General Information	Dewpoint Temperature: 40 ☐ F ☒ C	Sky Condition: Clear
Other	Percent Relative Humidity: 27	Remarks: ☐ Privileged Sky Condition Remarks
Location	Wind Direction, Gusts, Velocity: 70 17 10	Horizon: VISIBLE
Weather	Altimeter Setting Mercury (inches Hg eg. 29.98): 29.92	Icing Present: ☐ Yes ☒ No ☐ Unknown
COI / References	Visibility Statute Miles: 8	Environment Remarks: Due to clear conditions, lightning strike not likely cause. ☒ Privileged Environment Remarks
Event Analysis	Tower Visibility:	Site Elevation: 13

If the mishap occurred aboard a ship or airfield, give the name of the ship or airfield and location on the ship or airfield.

Collective

saved less than one minute ago

Report Actions Endorsement Actions Report PDFs MDR Update Download Evidence

Meteorological Conditions

General Information	Weather Related?: ☐ N/A ☐ NO ☒ PROBABLY ☐ YES	Forecast Accuracy: SUBSTANTIALLY CORRECT
Entry Screens	Was weather significant?: ☐ Yes ☒ No ☐ N/A	Weather Briefed By: FORECASTER
Authorized Drafters / AMB	Air Temperature: 25 ☐ F ☒ C	Utilization of Briefing: NOT APP
Point of Contact	Water Temperature: 20 ☐ F ☒ C	Ceiling AGL: ☐ Yes ☒ No ☐ Unknown
General Information	Dewpoint Temperature: 40 ☐ F ☒ C	Sky Condition: Clear
Other	Percent Relative Humidity: 27	Remarks:
Location	Wind Direction, Gusts, Velocity: 70 17 10	
Weather	Altimeter Setting Mercury (inches Hg eg. 29.98): 29.92	Icing Present: ☐ Yes ☒ No ☐ Unknown
COI / References	Visibility Statute Miles: 8	Environment Remarks: Due to clear conditions, lightning strike not likely cause.
Event Analysis	Tower Visibility:	☒ Privileged Environment Remarks
Involved Aircraft		Site Elevation: 13
Involved Personnel		
Aeromedical / Injury		
Evidence		
Lines of Evidence		
Privileged Mishap Analysis		
Factors / Recommendations		
Endorsers / Routers		
Validation		

Include weather data at time and altitude of mishap:
i.e., deck or runway winds, in-flight visibility

Collective

saved 4 minutes ago

Report Actions Endorsement Actions Report PDFs MDR Update Download Evidence

General Information

Entry Screens

Involved Aircraft

Involved Personnel

Aeromedical / Injury

Evidence

Lines of Evidence

Privileged Mishap Analysis

Factors / Recommendations

Endorsers / Routers

Validation

Community of Interest

Commands/CADs

Commands:

Search Commands by UIC, Name or Squadron and Click Search Button

4TH MARINE AIRCRAFT WING - 4TH MAW (M670)
CHIEF BUREAU OF MEDICINE AND SURGERY
CHIEF OF NAVAL AIR TRAINING CORPUS CHRI
CHIEF OF NAVAL OPERATIONS (N00011)
COMMANDANT OF THE MARINE CORPS (M0002
COMMANDER NAVAL AIR FORCE US ATLANTIC
AIR TEST & EVALUATION SQUADRON 30 - VX-30 (

CADs:

1st CAD
2nd CAD
3rd CAD
ALL AIRCRAFT ACTIVITIES
ALL ATC ACTIVITIES
ALL MULTIENGINE AND TRAINING AIRCRAFT ACTIVITIES

PRIVILEGED INFORMATION

- Military and Federal courts recognize that information given under promises of confidentiality and findings, conclusions, and recommendations of the AMB and endorsers are protected from release under Executive Privilege.
- Any information, which would not have been discovered but for information provided under a promise of confidentiality, is privileged.

https://wessbeta.safetycenter.navy.mil

Tools

Auto saved 4 minutes ago

Report Actions Endorsement Actions

Event Narrative

General Information

Entry Screens

- Authorized Drafters / AMB
- Point of Contact
- General Information
- Other
- Location
- Weather
- COI / References
- Event Analysis

Involved Aircraft +

Involved Personnel +

Aeromedical / Injury +

Evidence +

Lines of Evidence +

Privileged Mishap Analysis +

Factors / Recommendations +

Endorsers / Routers +

Validation +

Event Narrative:

At 0725 local time a fire destroyed NP-3D Orion parked in front of Hangar 5. Against maintenance protocol, the night maintenance crew had left an unattended battery charger hooked up to one of the aircraft batteries over the weekend. Unfortunately the trickle charge setting had been changed to fast charge which overhauled the Thermal cutoff switch and caused a thermal runaway effect within

☒ Privileged Event Narrative

Introduction:

Initially thought to be a faulty connection between the power amplifier and the new phased array, a fire which destroyed a NP-3D on 31 Jan 10 was most probably caused by improper battery charging involving an unattended charger left charging over a weekend.

☒ Privileged Introduction

Mishap Flight Brief:

no mention of the battery charger was passed to the duty maintenance officer, nor was it mentioned in the passdown log. unfortunately the tool room also had let the missing charger slip their notice Friday afternoon, 29 Jan. No smoke from the fire was detected by duty officer who spent most of Saturday evening playing Xbox and catching up on the Approach article.

☒ Privileged Mishap Flight Brief

Prepare a narrative that reports, in detail, the events leading up to the mishap, the sequence of events during the mishap, the causes of the mishap and why the mishap occurred. Write this narrative for those outside the endorsing chain so they may quickly understand what happened and the lessons learned.

Aircraft	
General Information	Accountable Organization: NAVY
Involved Aircraft	Embarked/Ashore: ☐ Embarked ☒ Ashore
NP-3D	Functional Check: ☐ Yes ☒ No ☐ Unknown ☐ N/A
Involved Personnel	Aircraft Model: NP003D
Aeromedical / Injury	IDRC Phase: N/A
Evidence	Reporting Custodian Uic: N39788
Lines of Evidence	Damage Cost: 000000
Privileged Mishap Analysis	BUNO/FAA Identification: 123456
Factors / Recommendations	Modex: 1327
Endorsers / Routers	Operational Status: HOME BASED / LOCAL OPS
Validation	Controlling Custodian: NAVAIRSYSCOM (NASC)
	Carrier Airwing: Select Carrier Airwing
	Impact:
	# Aircrew In Aircraft: 0
	# Injured Aircrew: 0
	# Of Aircraft Occupants: 0
	# Passengers In Aircraft: 0
	# Injured Passengers: 0
	# Uninjured Passengers: 0
	# Missions Flown With Crew: 0
	# Other Occupants: 0
	# Of Injured Non-Occupants: 0
	# Persons Involved: 0

Incident Occurrence

List all aircraft or UAVs involved in the DEA by

- (1) model/series (e.g., SH-60F),
- (2) bureau number,
- (3) modex/side number,
- (4) reporting custodian (this aircraft or UAV), using UIC (this aircraft or UAV) or activity name.

Click to Add
Involved Aircraft
and fill in data fields,
Save once complete

Report Actions ▾ | Endorsement Actions ▾ | Report PDFs ▾ | MDR Update ▾ | Download Evidence ▾

Involved Person

General Information +

Involved Aircraft +

Involved Personnel -

+ Add - Remove

TBD

Aeromedical / Injury +

Evidence +

Lines of Evidence +

Privileged Mishap Analysis +

Factors / Recommendations +

Endorsers / Routers +

Validation +

Involved Individual:

Aircraft:

Nvd Used?: ☐ Yes ☐ No ☐ Unknown ☐ N/A

Rescue Required?: ☐ Yes ☐ No ☐ Not Reported

Abnormal Egress?: ☐ Yes ☐ No ☐ Not Reported ☐ N/A

Occupant?: ☐ Yes ☐ No ☐ Unknown ☐ N/A

Sex: ☐ Male ☐ Female

Chronological Activity Narrative:

☐ Privileged Chronological Activity Narrative

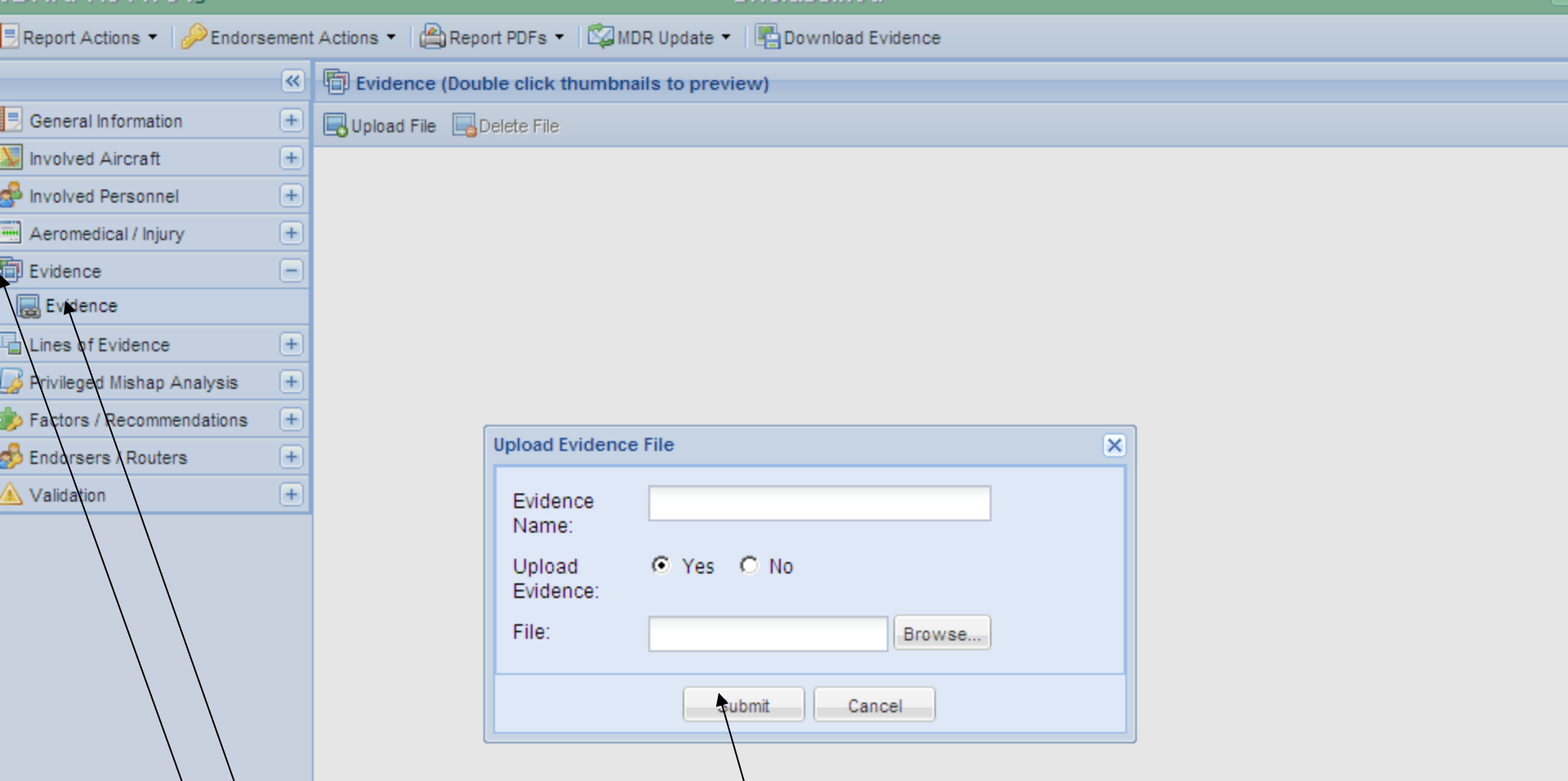
Parent Uic:

Dod/Non-Dod:

Branch of Service:

Service Status:

Click to Add Involved Personnel data into data fields



Click to upload evidence files, then hit submit button after browsing for file



Evidence (Double click thumbnails to preview)

General Information



Involved Aircraft



Involved Personnel



Aeromedical / Injury



Evidence



Evidence

Lines of Evidence



Privileged Mishap Analysis



Factors / Recommendations



Endorsers / Routers



Validation



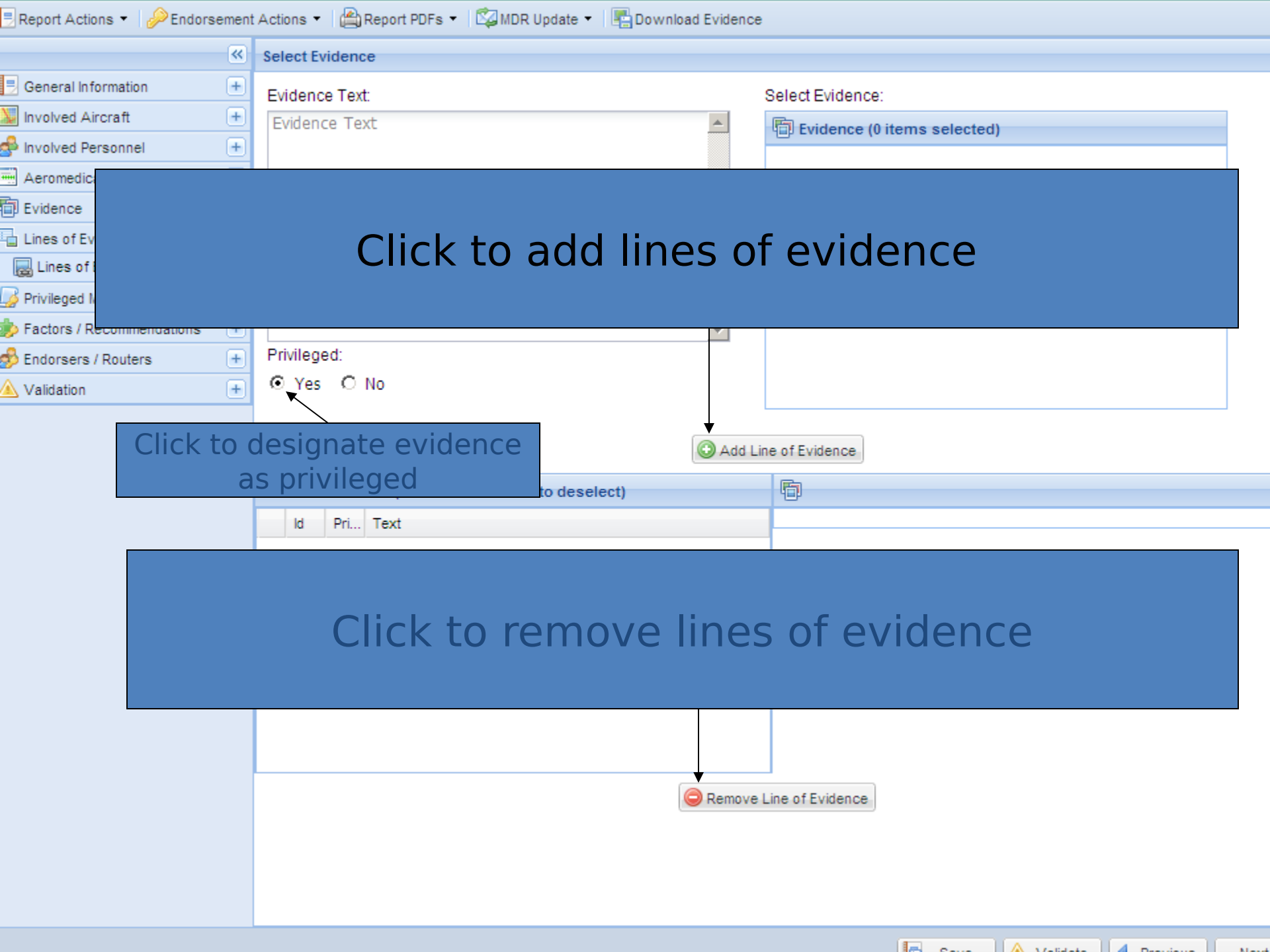
 Upload File  Delete File



phased array



maintenance tome



Click to add lines of evidence

Click to designate evidence as privileged

Click to remove lines of evidence

- << Select Evidence
- General Information +
- Involved Aircraft +
- Involved Personnel +
- Aeromedical / Injury +
- Evidence +
- Lines of Evidence -
- Lines of Evidence
- Privileged Mishap Analysis +
- Factors / Recommendations +
- Endorsers / Routers +
- Validation +

Evidence Text:

Evidence Text

Privileged:

☒ Yes ☐ No

Select Evidence:

 Evidence (0 items selected)



phased array



maintenance tome

 Add Line of Evidence

Lines of Evidence (Control-click a line to deselect)

	Id	Priv?	Text
	1	Y	Battery charger checked out by AME2 Sanford. (Tool room che...
	2	N	Tool room inventory 29 January, sans battery charger.
	3	Y	

 Remove Line of Evidence

<<

Event Analysis

General Information

+

Involved Aircraft

+

Involved Personnel

+

Aeromedical / Injury

+

Evidence

+

Lines of Evidence

+

Privileged Mishap Analysis

-

Privileged Mishap Analysis

Factors / Recommendations

+

Endorsers / Routers

+

Validation

+

Privileged Mishap Analysis:

Privileged Mishap Analysis

Include Mishap Analysis here, click here to designate as Privileged

☐ Privileged Privileged Mishap Analysis

Privileged Mishap Analysis

Aeromedical Analysis (AA)

If contributing human factors are suspected, there are personnel injuries, or pertinent medical findings, or there are attempts to eject, bailout, or otherwise emergency egress, submit an AA.

- The AA is the privileged report by the AMB flight surgeon that addresses mishap causes, conclusions and recommendations. As an enclosure to the SIR, the AA documents the aeromedical conditions the flight surgeon has determined to be pertinent to the mishap. These conditions include all human factors contributing to the mishap, injury, or other damage. It shall include all aircrew, maintenance, facilities, and supervisory factors.
- There may be aeromedical conditions present, which did not contribute to the mishap. List these in the designated subsection of the AA's conclusions.

- General Information +
- Involved Aircraft +
- Involved Personnel +
- Aeromedical / Injury +
- Evidence +
- Lines of Evidence +
- Privileged Mishap Analysis +
- Factors / Recommendations -
- Factors / Recommendations
- Endorsers / Routers +
- Validation +

Factors Recommendations

Factors

Factor	Type
Factor #1	

Factor

Statement:

New Factor

☐ Privileged Statement

Analysis:

Analysis

☐ Privileged Analysis



☐ Factor of Other Damage or Injury

Risk
Assessment
Code:

Add Rac

Factor Status:

Select Factor Status

To delete Factor Folders
click here, then hit Save

Click to add Factor
Folders, click on folder
to bring up data fields
to populate, then hit
Save



Save



Validate



Previous



Next

Internet

100%

An example...

Factor #1	Type
Factor Type:	HUMAN FACTOR
Statement:	PILOT AT CONTROLS FAILED TO LOWER THE LANDING GEAR THE PILOT STATED A RADIO CALL INTERRUPTED HIS LANDING CHECKS (AE-102, PC-106), BUT HE THOUGHT HE LOWERED THE GEAR.
Analysis:	☒ Privileged Statement AN E.I. REVEALED LANDING GEAR SYSTEM WAS FULLY OPERATIONAL AT THE TIME OF THE MISHAP AND POST-MISHAP INVESTIGATION AND PHOTOGRAPHS INDICATE THE LANDING GEAR HANDLE IN THE UP POSITION. MISHAP PILOT HAD ONLY FOUR HOURS SLEEP (PC-307) PRIOR TO THE FLIGHT. THE COMMAND DID NOT HAVE AN ADEQUATE DUTY OFFICER INSTRUCTION AND THE DUTY OFFICER CALLED THE PILOT TO ANSWER SCHEDULING QUESTIONS THEREBY, NOT ALLOWING HIM THE REST REQUIRED BY OPNAVINST 3710.7 (SV-001). BASED ON THE ABOVE ANALYSIS THE AMB CONCLUDES THE MISHAP PILOT FAILED TO LOWER THE LANDING GEAR BECAUSE HE LACKED ADEQUATE REST AND WAS DISTRACTED BY A RADIO CALL. ☐ Factor of Other Damage or Injury
Risk Assessment Code:	RAC-1 Add Rac
Factor Status:	ACCEPTED

- <<
- General Information +
- Involved Aircraft +
- Involved Personnel +
- Aeromedical / Injury +
- Evidence +
- Lines of Evidence +
- Privileged Mishap Analysis +
- Factors / Recommendations +
- Endorsers / Routers -
- Endorsing Chain Members +
- Routing Chain Members +
- Validation +

Endorsing Chain Members

Select Endorsing Chain Members:

Search Commands by UIC, Name or Squadron and Click Search Button



Click to add Endorsing Chain members

<<

Routing Chain Members

General Information

+

Involved Aircraft

+

Involved Personnel

+

Aeromedical / Injury

+

Evidence

+

Lines of Evidence

+

Privileged Mishap Analysis

+

Factors / Recommendations

+

Endorsers / Routers

-

Endorsing Chain Members

+

Routing Chain Members

+

Validation

+

Select Routing Chain Members:

Search Accounts by UIC, First Name or Last Name and Click Search Button

↑

↗

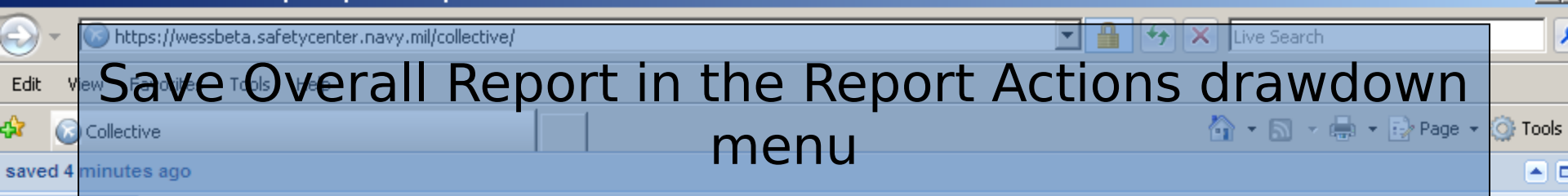
→

←

↖

↓

Click to add Routing Chain members



Report Actions ▾ Endorsement Actions ▾ Report PDFs ▾ MDR Update ▾ Download Evidence

saved 4 minutes ago

Save Report
Route Report
Release Report
Accept Report
Reject Report
Delete Report
Reconvene
Endorse Report
Request Extension
Restart Endorsements

Validation Errors

Which	Error	Page	Go to page
-------	-------	------	------------

<<	Validation Errors
+	General Information
+	Involved Aircraft
+	Involved Personnel
+	Aeromedical / Injury
+	Evidence
+	Lines of Evidence
+	Privileged Mishap Analysis
+	Factors / Recommendations
+	Endorsers / Routers
-	Validation
🚩	Validation Errors

Which	Error	Go to page
🔍 Page: Location (1 Error)		
	Shore Ship Water must be answered for event location	🚩
🔍 Page: Other (3 Errors)		
	ATC Equipment Malfunction indicator is required	🚩
	Aircraft Under Radar Control indicator is required	🚩
	ATC Facility Manned IAW Directives/FACMAN indicator is required	🚩
🔍 Page: Aircraft Status (23 Errors)		
123456 - NP-3D	Mission Different From Pre-Takeoff Brief value is required	🚩
123456 - NP-3D	Lost at sea value is required	🚩
123456 - NP-3D	Formation position code is required	🚩
123456 - NP-3D	Flight duration is required	🚩
123456 - NP-3D	Cabin MSL duration is required	🚩
123456 - NP-3D	Cabin altitude duration is required	🚩
123456 - NP-3D	Cabin altitude is required	🚩
123456 - NP-3D	Aircraft Mission Remarks value is required	🚩
		🚩
		🚩
		🚩
		🚩

After clicking Validate, you will get a list of validation errors which when clicked on, will take you to the appropriate section to correct any mistakes or omissions. You will have to click Validate after every correction. Once there are no more validation errors, click Submit report from Report Actions menu.